

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

March 29, 1999

Howard N. Greenhalgh  
Director, Records Management Division  
Department of the Army  
6000 6th St, Suite S122A, Stop C-55  
Fort Belvoir, VA 22060-5576

Dear Mr. Greenhalgh,


This letter is in response to your letter of February 26 addressed to Michael J. Kurtz, Assistant Archivist for Records Services - Washington, D.C.

The National Archives and Records Administration (NARA) is well aware of the tremendous effort the Records Management Division of the Department of the Army has made to review and correct scheduling problems for its records currently stored in NARA records centers. We agree that eliminating the authorization for NARA records centers to accept unscheduled records from Army units would greatly improve both Army and NARA's ability to maintain control over the records. We therefore agree to your request to rescind the exception granted to Army to retire unscheduled records identified as permanent in the MARKS manual. We have directed all NARA records centers not to accept any unscheduled records from Army units unless accompanied by a request from your office that has been approved by this office. We will only grant such an exception for records covered by an SF 115, Request for Disposition Authority, that has been accepted by NARA for review. A copy of our memo to the regional facilities is attached.

We recognize the breadth and complexity of the Army records management program and applaud your accomplishments.

If you have any questions, please contact Susan Cummings at 301 713-7200, ext. 232, or by e-mail at [susan.cummings@arch2.nara.gov](mailto:susan.cummings@arch2.nara.gov).

Sincerely,

  
RICHARD L. CLAYPOOLE  
Assistant Archivist  
for Regional Records Services

Enclosure

cc: NW, NWML (Cotter)

# National Archives at College Park



8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : March 29, 1999

Reply to  
Attn of : NR99-050 NOTICE

Subject : Cancellation of Army Exception (NC88-114)

To : All Regional Administrators  
Director, National Personnel Records Center - NRP

At the request of Howard N. Greenhalgh, Director of the Department of the Army Records Management Division, we hereby cancel the exception granted to the Army to retire to a NARA records center unscheduled records identified as permanent in the MARKS manual. A copy of Greenhalgh letter is attached. The instructions to the Regions for the original exception can be found in NC88-114.

The Regional records facilities will not accept for storage any unscheduled records from Army units unless they are accompanied by an authorization from Greenhalgh's office (the Army Records Management Division) that has been approved by NR. NR will only approve the transfer of unscheduled records if they are covered by a pending SF 115.

If you have any questions, please contact Susan Cummings on (301) 713-7200, extension 232 or by e-mail.

RICHARD L. CLAYPOOLE  
Assistant Archivist for  
Regional Records Services

Attachments

cc: NRAP, NRDD, NREI, NRHL, NWML (Cotter), NWMW

A/0



DEPARTMENT OF THE ARMY  
U.S. TOTAL ARMY PERSONNEL COMMAND  
U.S. ARMY RECORDS MANAGEMENT PROGRAM DIVISION  
6000 6TH ST, SUITE S122A, STOP C-55  
FORT BELVOIR, VA 22060-5576

REPLY TO  
ATTENTION OF

26 FEB 1999

Records Management Division

Mr. Michael J. Kurtz  
Assistant Archivist for Records Services  
National Archives at College Park  
8601 Adelphi Road  
College Park, Maryland 20740-6001

Dear Mr. Kurtz:

Reference NARA memorandum dated April 18, 1988, subject: (A&D) - Exceptions - Army exception to retire unscheduled records (36 CFR 1228.152) (copy attached).

This memorandum authorized records centers to accept unscheduled records from Department of the Army that had been identified as permanent in the Modern Army Recordkeeping System (MARKS) but which did not have an approved SF 115. Over the years, this has resulted in a large volume of records being shipped and accepted into FRCs that are still unscheduled. Once the records were accepted by the FRCs, there has been no incentive on the part of Army activities to secure or negotiate a record disposition approval for these records.

In 1998, the Army made a concerted effort to review the unscheduled records at FRCs that had been identified by NARA, but the project stalled due to a shortage of staff and other more pressing priorities. In the near future, the Army plans to renew its attempt to solve the unscheduled records problem and looks forward to working with NARA on this effort.

In the meantime, it is requested that the exception be terminated effective immediately. Upon confirmation from you, we will advise our records managers of our decision and inform them that unscheduled records will no longer be transferred to, or accepted by, the FRCs.

If you have any questions, please contact Ms. Betty Burton at (703) 806-4388.

Sincerely,

A handwritten signature in dark ink, appearing to read "Howard N. Greenhalgh", is written over a horizontal line.

Howard N. Greenhalgh  
Director, Records Management Division

Enclosure